

## **Minutes, UUFLG Board of Trustees Meeting, October 11, 2018**

This meeting of the UUFLG Board of Trustees was called to order at 7:10 p.m. at UUFLG.

### **Present:**

Linda Osborne (president)	Rick Roberts (treasurer)
Karen O'Brien (vice president)	Rev. Fa Jun
Lynn Golbetz (secretary)	Laurie Roberts

The board approved the minutes for the August 9 and September 16 meetings.

### **Building, Grounds, and Design**

The present bid for shadecloth replacement is \$3,000. (The present cloth has lasted 20-25 years.) Laurie and Robb have spent much time and energy investigating alternatives for our odd-shaped deck. As it is not used much over the winter, there is time for Green Sanctuary/Building and Grounds to prepare a proposal for the board to vote on at its February meeting. The proposal would be implemented in March. The money would come out of general operating funds. The investment would improve both the enjoyability of the deck for our members and visitors, and the rentability of the property to others.

Rick has obtained a verbal bid of \$6,000 to replace the ceiling and lights in the foyer, office/lounge, and minister's office. The project should take five or six days and be safe and legal in terms of removing any asbestos that may be present in the ceiling popcorn. The "beam" in the office (which is for a partition that is no longer present) would also be removed; we are unlikely to need to divide the office along that line in the future. Laurie is willing to be the point person with the contractors once a decision is made to proceed with the project.

Rick has received the necessary workers' compensation certificate from our cleaning contractors. He will be asking them to come in on Wednesday instead of Sunday. Linda has volunteered to look for another service for next year.

### **Finance**

The UUA requests almost \$7,000 a year from UUFLG as our "fair share"; we have been sending closer to \$2,400. Opinions differ on the UUA's value to our Fellowship and our position in the larger community. The Finance Committee suggests something like a Share the Plate, perhaps quarterly or biannually, to solicit money to increase our contribution. As this is an item to be funded, it should go on the priority list that is being developed (see below under Strategic Plan/Process). It might also be useful to discuss this potentially divisive question at a business meeting to seek a modified consensus.

To increase rentals in response to the loss of income from the Center for Spiritual Living, Finance suggests installing a canvas banner below the Blossom Hill Road sign saying "Venue available," with our phone number and website. The board discussed how long such a sign should stay up and what the criteria would be for taking it down. Karen suggested rotating other banners (e.g., "It's blessing of the animals week"). It was noted that we should not only ask folks renting the facility how they heard of us (which Donna does), but also ask relatively new attendees how they react to the new sign.

### **Marketing**

Rev. Fa Jun suggests it might further growth of the Fellowship to employ someone for a couple of hours a month to implement marketing projects he does not have time for (e.g., Facebook events, Instagram account, Twitter feeds, posting flyers with service descriptions at coffee shops) to let more folks know we exist. The board suggested that Connections submit a proposal for this.

## Strategic Plan/Process

The board discussed Rev. Fa Jun's previously circulated draft of a "process for getting things done" at the Fellowship. No major changes were suggested. Rev. Fa Jun and Lynn will finalize a draft via email for a board vote next month. Once the process is being implemented, committees will be requested to submit monthly as well as annual reports.

The Fellowship needs a long-term maintenance/replacement list, as well as a desirable-project list, for the building and grounds (with priority order and estimated costs). Other committees may have long-term goals that would need funding as well. Rev. Fa Jun will instigate a collaborative meeting to generate an overall priority list. This will include representatives of Finance, Building & Grounds, Design, and Green Sanctuary, with representatives of other interests/committees also invited to participate to ensure consideration of the full range of needs/desires. The board would review the priority order.

As the above process may take some time, the board decided to delve into membership/growth issues in November and long-term planning/design issues in December, rather than the reverse order originally planned. Trustees are requested to circulate any materials on other matters (e.g., standard committee updates) in advance of each meeting, so that the meetings themselves can focus on the larger topics.

The meeting was adjourned at 8:52 p.m. The next meeting of the board will be held at 7:00 on Thursday, Nov. 15, at UUFLG.

Respectfully submitted,  
Lynn Golbetz (Secretary)

## Action Items

All:	For routine items, circulate materials in advance of board meetings, to allow meeting time to focus on core priorities
Linda	Look for new cleaning service for 2019
Lynn	Speak with Rev. Fa Jun about personnel review committee
Lynn	Review remaining policies and circulate one or two each month with proposed updates
Lynn & Sarah	Review bylaws to ascertain if any other amendments would be useful
Rev. Fa Jun	Look at/revise RE portions of safe congregation policy
Rev. Fa Jun	Instigate collaborative intercommittee meeting on long-term planning/priorities
& Lynn	Finalize "getting things done" doc
Ron	Check with Building & Grounds on allocating some bulletin board space for members to advertise their skills/services
Sarah	Prepare draft of procedures for background checks
	Write up new policy on office use after service for Weekly Update
	Schedule semiannual parent meetings
	Encourage more current parents to join RE Committee